Source Selection Advisory Council Training

SMC/AXD

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Source Selection Advisory Council (SSAC)

- **The SSA will appoint the Chairman of the SSAC**

- **The Duties and Responsibilities of the SSAC are as Follows:**

1. Review and approve the SSP prior to its submission to the SSA for final approval.
2. Review the Factors and MC Subfactors for evaluation and selection
3. Assess the relative order of importance and establish any numerical weights which may be employed to the Factors and Subfactors

Duties and Responsibilities of the SSAC

4. Ensure that the solicitation describes the relative order of importance of
   - the "evaluation factors for award" in a manner which is consistent with the weights established by the SSA, but without revealing the actual weights.
5. Review the final RFP to ensure that all aspects of the RFP are clearly and properly addressed.
6. Provide the SSET with appropriate guidance and special instructions as may be necessary for the conduct of the evaluation process.

Duties and Responsibilities of the SSAC

7. Ensure that the source selection procedures promote consistency in an integrated evaluation of the following (to the extent they are applicable):
   - Soundness of Approach
   - Technical merit of the proposed concept/design
   - Estimated Mission Capability and Team Capability
   - Technical, schedule, cost, RTOC, and supportability risks associated with each of the proposed concepts
   - Past Performance

Duties and Responsibilities of the SSAC

8. Receive such briefings, confirmations, reports of pre-award surveys, audits, etc., as may be necessary throughout the source selection process

9. Review the source selection decision briefing and source selection decision document (SSDD) prepared by the SSET to ensure that the evaluation was performed in accordance with the SSP and that it contains adequate/sound rationale and justification.

Duties and Responsibilities of the SSAC

10. Review and Coordinate on the proposal analysis report (PAR)
    - Summary of the findings of the SSET
    - Present to the SSA
11. All members of SSAC who concur will sign the PAR.
    - Irreconcilable differences shall be the subject of a minority report to the SSA.
12. Make a source selection recommendation to the SSA unless otherwise directed by the SSA.
13. Document, for the SSA’s signature, the justification for the source selection decision.
14. Prepare a "Lessons Learned Report"